

	REQUIRED	Y	N
CONTROL	A copy of the approved comprehensive COVID-19 plan is available at location.		
	Each ministry should have a COVID-19 supervisor who is trained and ensures information and requirements, such as CDC, DOH, OSHA posters shall be visibly posted at each location (indoor and outdoor).		
	Attendance of parish meetings should meet the following: Parish Building: Phase One- no in person meetings, in Phase Two- Max 25% capacity of the meeting room, in Phase Three- Max 50% capacity of the meeting room. School Building: No more than 5 in the classroom.		
	Meetings should not exceed three hours. An attendance list is sent to the parish office within 24 hours after the meeting takes place.		
	Inform all meeting members that they must self-screen for signs and symptoms of COVID-19 before arriving at the location. Temperature of 100.4°F will not be permitted. <i>The following is a simple screening questionnaire that can be used in the church/office setting to screen persons for COVID-19. In order to successfully pass screening, a person must be able to answer "No" to each of these 6 questions. A "Yes" to even one question is a failed screening.</i> <i>In the last 14 days, have you:</i> 1. Traveled internationally? 2. Been exposed to a person with suspected or confirmed COVID-19 without the correct PPE? 3. Had a temperature at least 100.4°F? 4. Had new or increased shortness of breath or difficulty breathing? 5. Had a new cough? 6. Had at least two of the following symptoms together: <i>o Chills o Muscle pain o Headache o Sore throat o New loss of taste or smell o Diarrhea o Vomiting o Runny nose/congestion o Fatigue</i>		
	Access to the meeting should occur through only one entrance. Participants must limit access within the building to the meeting space and the closest restroom. Restrooms should limit no more than 2 people at a time, and individuals waiting to use the restroom must maintain at least 6 feet of distance between each person.		
MITIGATION	Plan should include "universal face covering is required" (whether indoor or outdoor). All participants should wear a mask or facial covering during the entirety of the meeting. No food or drinks should be served.		
	Physical distancing <u>must be observed from the time people drive onto your campus for the meeting to the time they get into their cars when the meeting is over.</u> Signage and communication to meeting members should include this piece.		
	Soap and running water shall be abundantly provided at locations for frequent handwashing. Disinfectants must be available to employees, members, and visitors throughout the location (indoor and outdoor) and ensure cleaning supplies are frequently replenished.		
	Clean and disinfect high-touch surfaces after each use—including personal chairs, tables, armrests, doorknobs, handrails, restrooms and breakrooms— using soapy water, followed by the appropriate disinfectants.		
	Increase ventilation (exchange of fresh air). Evaluate ventilation and utilize U.V. filters w/ higher MERV rating.		
EXPOSURE	Public Health contact information should be posted and should be the same as in (appendix H-8) found here .		
	In the event an employee, or anyone else has come onto the site, and later reports testing positive for COVID-19, follow these procedures: 1. COVID-19 Ministry Supervisor Gather information related to the date, time on site and people with whom the person had interactions. 2. Contact your local health department to determine next steps with both persons who had contact with the individual and recommendations on cleaning. 3. Contact the Archdiocese to discuss Health Department requirements and next steps for communication, building cleaning, etc. a) If related to Clergy – Nick Schoen – Vicar of Clergy Chief of Staff 206-382-2060 nicholas.schoen@seattlearch.org b) Ed Foster – Director of Property and Construction Services 206-382-2064 edf@seattlearch.org c) If either Nick or Ed cannot be reach, Nick Altenhofen Insurance Specialist 206-382-4529 nick.altenhofen@seattlearch.org Note: If unable to reach via phone, send a message via e-mail.		